

## **CHAPTER OVERVIEW**

This chapter describes the Respite Care Program.

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### **17.1 Respite Care**

Respite care is the provision of periodic and/or intermittent, temporary substitute care of children who are in the care and custody of the Children's Division (CD), placed in a licensed foster home or in the home of a kinship. It is designed to provide relief from the stresses of the constant responsibilities of providing out-of-home care. It is not for use in regular child care situations when a parent would normally use ordinary child care, i.e., hiring a baby-sitter for an afternoon or evening outing. Respite care may be planned in advance or used in emergency situations. Respite care may be provided to licensed foster and kinship parents a minimum of 12 hours, daily, overnight or on a weekly basis. Respite care should be used to maintain stable placements, but should not be used to exclude foster children from ordinary and traditional family activities.

### **17.2 Types of Respite Care**

1. In-home respite care: Provided in the home of the foster and/or kinship provider and may include, but is not limited to, homemaker, child care, etc., a minimum of 12 hours, overnight, daily or on a weekly basis.
2. Out-of-home respite care may include the substitute care of children a minimum of 12 hours, daily, overnight or on a weekly basis in an approved home or facility other than the current foster/kinship parent's home.

### **17.3 Recruitment**

Upon implementation, Central Office will notify all licensed foster parents and kinship homes of the respite care program. As new families are licensed/certified, county offices will need to ensure that these families are informed of the program. Foster and kinship parents shall be encouraged to recruit individual respite care providers with whom the child(ren) in their home are familiar. Staff is also encouraged to recruit previously licensed foster and kinship parents who are no longer actively providing care for children but left the agency in good standing.

Individuals and families referred to the agency as potential respite care providers shall complete the appropriate approval process. If approved, the respite care provider shall be placed on a current, local list of respite care providers. Foster and kinship families shall be given a copy of the list with updates provided on a regular basis.

#### **17.4 Qualification of Respite Care Providers**

Respite care providers must be approved by the Children's Division in order to provide respite care services. To ensure an understanding of the program, the Children's Service Worker shall provide an explanation of respite care services to the applicant prior to beginning the approval process.

To be approved as a provider of out-of-home respite care, a respite care provider must complete CS-RC-1, Application to Provide Respite Care, submit to CA/N and criminal checks, and sign CS-RC-3, Respite Care Provider Approval and CM-10, Cooperative Agreement for the Purchase of Respite Care Services with the Children's Division. The provider must also meet the licensing requirements as set forth in CSR 40-60.040 Physical Standards for Foster Homes (1) General Requirements, Sections (A) through (G); (2) Sleeping Arrangements, Sections (A) through (I); and (3) Fire and Safety Requirements, Sections (A) through (I). The Children's Service Worker shall make at least one home visit and use CS-RC-2, Foster Respite Care Provider Checklist to document that the respite care home meets these requirements.

To be approved to provide in-home respite care, a respite care provider must complete CS-RC-1, Application to Provide Respite Care, submit to CA/N and criminal checks and sign CS-RC-3, Respite Care Provider Approval and CM-10, Cooperative Agreement for the Purchase of Foster Respite Care Services.

Other persons who may provide respite care include licensed daycare homes, licensed foster and kinship homes and residential facilities. Licensed daycare group homes and licensed daycare centers may provide respite care up to 23 hours. Prior to placing a child(ren) in a licensed daycare home/facility, licensed foster and/or kinship home and/or a residential facility, the Children's Service Worker and provider shall ensure that licensing capacities and other licensing regulations are met and that the provider is able to adequately supervise all children in their care. The worker must complete the CS-RC-2, Foster Respite Care Provider Checklist. The provider must also complete CS-RC-1, Application to Provide Respite Care and sign CS-RC-3, Respite Care Provider Approval and CM-10, Cooperative Agreement for the Purchase of Foster Respite Care Services.

All respite care providers may attend regular foster parent training and any in-service training provided by the Division. Attendance at this training is not a requirement to provide respite care.

### **17.5 Guidelines for Use**

Respite care is designed to provide temporary relief from stressful or emergency situations. Respite care may be planned in advance or used in emergency situations. Respite care will be available to foster/kinship parents based on the needs of the family. These needs may include, but are not limited to, illness, death in the family, hospitalization, or imminent risk of removal of the child where "time out" would stabilize the placement. Respite care should not be used for regular daycare purposes. Respite care for children in specialized foster care, such as behavioral and career foster homes, will be provided per the respective program guidelines.

Related Subject: Chapter, 17.7, of this section, Respite for Behavioral and Career Providers.

Foster/kinship parents must notify the Children's Service Worker or their supervisor in their county of residence prior to using respite care. Together with the foster/kinship parent, the Children's Social Worker will assess the appropriateness of the selected respite care provider for the child(ren). Caution should be exercised when using currently licensed homes and facilities to assure that license capacities are not exceeded and the provider is able to adequately supervise all children in their care. The worker must also determine the balance of respite care units available to the foster/kinship parent. Upon approval from the worker or supervisor, the foster/kinship parent will be responsible for making all necessary arrangements for a child's placement in respite care. The foster/kinship parent must provide the worker a written statement from the provider giving the number of units used. The worker will process payment via the CS-65.

A unit of respite care is defined as a minimum of 12 hours up to a maximum of 24 hours. Use of respite care is not to exceed 12 units per family during a 12 month period of time. Local staff will be responsible for tracking the number of units utilized by foster/kinship parents. Respite care providers will be reimbursed \$20.00 per unit per child.

Foster/kinship parents shall prepare children for respite placement by arranging pre-placement visits (for planned respite care) and by being sensitive to the child's needs. The foster/kinship parent shall provide the respite care provider with a copy of the CW-103 (Foster Child Identification and Information Sheet) and the child's Medicaid card. The foster/kinship parent shall provide emergency numbers to the respite care provider. These shall include a number where the foster/kinship parent can be reached, the name and number of the Children's Service Worker for each child, the child's physician and the hospital of choice, and the name, address, and telephone number of the child's parents.

### **17.6 Reimbursement for Traditional Respite Care**

1. Services and payment will be arranged and authorized by the service county.

2. Respite care providers will be reimbursed \$20.00 per unit per child.
3. The foster/kinship home shall continue to receive the regular foster care payment while the child is in respite care.

#### **17.7 Respite for Behavioral and Career Providers**

If a Behavioral Foster Care (BFC) foster family needs a temporary break in child care responsibilities, respite care may be arranged with another trained BFC foster family. Payment of both BFC foster families may be made at the BFC rate for up to seven (7) days in a calendar year. Area Director approval is needed for payment of the BFC rate to both BFC foster families beyond seven (7) days in a calendar year.

Career foster parents are encouraged to use respite care a minimum of one (1) weekend per month plus 14 days per year. Respite care will be provided for all foster children in the CFP home at the same frequency regardless of level of care, i.e., traditional, BFC, IC, etc. Respite care does not have to be provided for all children in the CFP home at the same time. Career foster parents may determine the actual time(s) to use respite based on the individual needs of the child(ren) in their home, and family. Respite care is to be provided by another trained career foster parent respite care provider under contract with the Division. Both the CFP and respite provider will continue to receive their annual reimbursement during periods of respite.

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